



SUBMITTALS FOR A FIRST TIME PLACEMENT OF A MOBILE HOME IN A URM DESIGNATION

YOUR NEW MOBILE HOME (FIRST TIME PLACEMENT)
MUST MEET THE PROPER FLOOD PLAIN ELEVATION
OR
HAVE PROOF OF A FLOOD VARIANCE APPROVED BY THE
COUNTY COMMISSION WITH AN AFFIDAVIT NOTARIZED
AND RECORDED BY THE CLERKS OFFICE.

1. COMPLETED BUILDING PERMIT APPLICATION.
2. SEPARATE APPLICATION FOR: LANDCLEARING WITH \$35.00 INSPECTION FEE (Except Invasive Exotics-No Fee). FILL, DOCKS OR SEAWALL (Open Water), OR EXCAVATION WITH \$80.00 INSPECTION FEE. SEAWALLS (Upland Canal) WITH \$35.00 INSPECTION FEE. IF APPLICATION IS MADE WITH COMBINATION OF ANY OF THE ABOVE (Except Landclearing) ON THE SAME LOT, ONE FEE OF \$80.00 WILL BE CHARGED.
3. COPY OF A RECORDED DEED OR CONTRACT FOR DEED TO SHOW OWNERSHIP OF THE PROPERTY (only if owner named on application does not match our computer listing or Property Appraiser's print-out).
4. PHOTOGRAPH OF LOT.
5. THREE COPIES OF VEGETATION SURVEY. THIS IS NOT REQUIRED IF LOT IS SCARIFIED.
6. ELECTRIC METER LOCATION LETTER, (Utility Co.) phone # Lower Keys 294-5272, Middle Keys 743-5344, Upper Keys 852-2431.
7. HEALTH DEPARTMENT APPROVAL, SEPTIC TANK, (HRS) phone# Lower Keys 294-1021, Middle Keys 289-2450, Upper Keys 853-3240.
8. AUTHORIZATION FROM AQUEDUCT AUTHORITY, (FKAA) phone # Lower Keys 296-2454, Middle Keys 743-5409, Upper Keys 852-8086.
9. ONE ORIGINAL WITH TWO COPIES OF A SEALED SURVEY.
10. THREE COPIES OF ENERGY CODE CALCULATIONS (if applicable ROGO points are desired).
11. THREE PLOT PLANS. PLOT PLANS MUST BE DRAWN TO SCALE WITH ALL SETBACKS CLEARLY MARKED, MUST SHOW STREET NAME(S), DRIVEWAY, PARKING, STREET TREE, SEPTIC TANK & DRAINFIELD (HRS approval required); AS WELL AS SITE DRAINAGE/CALCULATIONS.
12. ALL MOBILE HOMES SHALL BE ELEVATED TO THE BASE FLOOD ELEVATION WHEN PLACED AND TIED DOWN. IF THE MOBILE HOME REQUIRES LESS THAN A FORTY (40) INCH ELEVATION TO REACH THE PROPER FLOOD PLAIN, THE LOWER FEMA PIERS FOUNDATION WILL SUFFICE.

Standard foundation details are available at the Building Department. The Federal Government requires that all supports be "reinforced concrete piers". The loose stacking of concrete block (ie. without rebar and concrete filled cells) regardless of height, will not be acceptable. Should elevations above forty inches be required, A/E foundation drawings complying with Monroe County Code Section 16-16.1(7) will then be required.

Any structure other than the mobile home itself must be included on a detailed drawing. If life safety is involved a signature of a A/E is required.

13. IF PAVED DRIVEWAY CONNECTS TO COUNTY ROAD, PERMIT FROM PUBLIC WORKS WILL BE REQUIRED. FDOT PERMIT REQUIRED IF DRIVEWAY CONNECTS TO STATE ROAD.
14. IF MOBILE HOME IS IN A TRAILER PARK, SUBMIT A LETTER FROM THE OWNER OF THE PARK AUTHORIZING PROPOSED CONSTRUCTION.
15. YOUR BUILDING PERMIT APPLICATION IS SUBJECT TO THE RESIDENTIAL DWELLING UNIT ALLOCATION ORDINANCE (contact the Building Department for further information).
16. REFER TO HAND-OUT ON NEW DMV AND HUD REQUIREMENTS FOR MOBILE HOMES.

FOR MORE INFORMATION CALL :

852-7100 Plantation Key

289-2501 Marathon

292-4490 Stock Island

URM/MH1/99LF